

3-Step SAMS/VTrckS Registration

Step 1: Complete the attached form (User Work List Request) and email it back to the CVP program at dph.immunizations@ct.gov so we can begin the process of getting your site registered online. Each vaccine ordering person will need their own email address as part of the registration process. There is no need to fill in the grayed out areas of the form.

Step 2: Watch for an email invite from **U.S. Centers for Disease Control: SAMS (Secure Access Management)**. This email invites you to register on the SAMS portal. This email will contain:

- The URL address to the SAMS (VTrcks) login page
- Your user ID (user's unique e-mail address)
- A temporary password

You will need to register on the SAMS portal within 30 days of receiving this invitation. If registration is not submitted within 30 days your invitation to register will be terminated and will need to request another invitation.

Once logged into the SAMS portal for the first time, the user is prompted to **create a new password**. When users create a new password, they are also prompted to select and create responses to **five security questions**. After completing their security information within SAMS, the user is prompted to **complete their profile**. The user must provide the following information:

- **First Name**, Middle Name (optional), **Last Name**, Suffix (optional), Preferred Name (optional)
- **Phone**, **Alternate Phone**
- **Organizational Affiliation** (name of business), **Position / Role** (work title)
- **Organization Address** (street, city, state, zip, and country)
- **Home Address** (street, city, state, zip, and country)

After entering the identifying information, the user is presented with a confirmation page showing the data they entered. After confirming the information, the user submits the data and logs out of the system.

Step 3: In a few days after you have submitted your profile, you will receive an approval email from: **CDC SAMS Official Communication: SAMS Activity Authorization**. This email will contain the link to SAMS partner Portal. Once logged in by entering your User ID and Passcode you can link to "VtrckS For Providers" to access Vtrcks Home page.

When you have accessed the VTrckS home page, please contact the CVP program to request VTrckS training. You can email your request to dph.immunizations@ct.gov or give me a call at 860-509-7712.

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